

Elgin School District 23

Code: **EDB**
Adopted: 4/10/97
Readopted: 6/11/13
Orig. Code(s): EDB

Maintenance and Control of Materials

Employees will exercise continuous and vigilant care of all district-owned equipment. If apparent negligence is associated with the loss of, or damage to, equipment, the employee will be held responsible and the Board may order appropriate reimbursement in addition to disciplinary procedures.

The district will identify those items considered high risk for theft and damage. Such items may include vehicles, musical instruments, computer and video equipment. These items may require specific loan procedures. Such equipment, other than vehicles, will have an unremovable inventory number and all such numbers will be properly recorded.

The superintendent is authorized to develop appropriate regulations regarding the care and use of all district-owned material and equipment, including portions of a facility such as art or home economics rooms, shops and athletic facilities.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.172](#)

Cross Reference(s):

DID - Property Inventories